CALIFORNIA VALLEY COMMUNITY SERVICES DISTRICT

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**MINUTES**

Of a Policy Committee Meeting of the California Valley Community Services District

13080 Soda Lake Rd, California Valley, CA 93543

Held on August 1, 2022 @ 1 PM

**DIRECTOR STAFF**

Piper Wilson- Chair Karina Sanchez, General Manager

Ruth Legaspi -Co/ Chair

1.) CALL TO ORDER- 1:01 pm

2.) ROLL CALL- all present. Also present is Carrie York, office assistant.

3.) DISCUSSION AND MOTION ON REVISING CHAPTER 5000- FACILITIES DEVELOPMENT, OF THE POLICY BOOK- Tabled. Road work employees working on this section.

4.) DISCUSSION AND MOTION ON ADDING *2100 ADMINISTRATION* CHAPTER AND POLICIES TO THE POLICY BOOK.

*RESERVE POLICY*

After discussion, the committee has cleared that our LAIF account is in fact, our reserves account. At this point the committee is to create a draft policy under policy 2014 titled Reserves account and elaborate on how funds will be managed. The committee has talked about transferring a certain amount of funds from each account, if permitted, at the end of fiscal years.

5.) DISCUSSION AND MOTION ON CREATING A POLICY COVERING NEW BROWN ACT DEFINITIONS AND GUIDELINES FOR MEETINGS DONE VIA “ZOOM” OR OVER INTERNET. HYBRID MEETING POLICY- Tabled.

6.) DISCUSSION AND MOTION ON CREATING AND/ OR REVISING GENERAL MANAGER’S JOB PERFORMANCE EVALUATIONS- Tabled. Directors Wilson and Legaspi will work together on creating an evaluation for future GM evaluations.

7.) DISCUSSION AND MOTION ON CREATING A POLICY COVERING SAN LUIS OBISPO BOARD OF SUPERVISORS MEETINGS/AGENDA ITEMS AND HOW WE PLAN TO KEEP UP WITH CURRENT MATTERS OF IMPORTANCE/RELEVANT TO OUR DISTRICT- tabled. The committee is to draft a policy on communications with the board of supervisors making sure that the district sends a certified letter requesting notifications and agendas of all meetings, and a statement allowing two board members to attend any meetings concerning district business.

8.) DISCUSSION AND MOTION ON CREATING A POLICY REGARDING THE PROCESS AND RECORD KEEPING OF DIESEL AND OIL TANKS, AND ANY OTHER HAZARDOUS WASTE (INVENTORY CHECKLIST)- Tabled. GM to draft an inventory checklist to add to policy book.

9.) DISCUSSION AND MOTION ON POLICY CONCERNING CODES, GUIDELINES, AND REGULATIONS FOR STATE AND FEDERAL FUNDING- GM to make copies of manual for all board members and bring to the board on the next regular board meeting. The book will be presented as policy 2017- CODES, GUIDELINES, AND REGULATIONS FOR STATE AND FEDERAL FUNDING MANUAL.

10.) DISCUSSION AND MOTION ON SECTION 9- DIRECTORS COMPENSATION, OF THE CALIFORNIA VALLEY COMMUNITY SERVICES DISTRICT BY-LAWS AND RULES OF DECORUM- The committee recommends raising the compensation for committee meetings to $50.00 per meeting. GM is to bring draft by-laws with this proposed change to the next regular monthly board meeting.

11.) DISCUSSION AND MOTION ON CREATING A POLICY FOR CLOCK IN/ AND OUT PROCEEDURES- the committee will work on a draft policy for employee clock in/ and out procedures. Employees are entitled to a 15 min break in the morning and a 30 minute lunch in which they will have to clock in and out for. The policy shall also state that when road workers are out working on roads, they are to bring their lunch with them and take that break at the site. The GM will have to sign off on time cards when they are unable to clock out for breaks and lunch. The GM will also shop for a new time card that allows break clock in and out.

Adjourned-2:36 pm

Next Meeting: August 22. 2022 at 9:00 am

Posted: Tuesday August 2, 2022

American with Disabilities Act

If you need a disability-related modification or accommodation to participate in this meeting, please contact (General Manager) at (805)-475-2211. Requests must be submitted one full business day before the meeting.